

Script for Evaluator

Note: This is a generic script. No names are filled in. The underlines are substitutes for the names.

- Lead in to the evaluation by simply saying
Mr./Madam General Evaluator, Fellow Toastmasters, and especially you,
_____.
- Give the objectives of the speech, which are listed in the speaker's manual.
The objectives of this speech, Speech #6, Work With Words, are:
 - **To select precisely the right words required to communicate your ideas clearly, vividly, and appropriately.**
 - **To avoid lengthy words and sentences and the use of jargon.**
- This way the audience will know what criteria is being used to evaluate the speaker. This will also eliminate potentially giving an all skills evaluation on speeches that do not require a "full" evaluation. For example—a speaker giving speech #3 from the Basic Manual should not be evaluated on body language and vocal variety. Those aspects of speaking are covered in speeches after the third speech.
- In the evaluation section of the manual, there is a list of things to look for. For those things that the speaker did well, simply state them. You will not need to elaborate on these items.
- During the evaluation, highlight 2-3 things that the speaker could either improve or watch out for in future speeches. Evaluate (or rather coach) the speaker as if the individual will give the exact same speech to a different audience.
- Conclude with a positive note that the speaker can carry forth into his or her next speech.
- Yield the lectern back to the General Evaluator by simply saying
Mr./Madam General Evaluator.
- Remain at the lectern until the General Evaluator comes to you and shakes your hand.

Hint: During the evaluation, try not to use the word "you" in excess. (For example: **"You did not use any gestures to accent your statements"** could be replaced with what many consider a non-attacking statement of **"In the future, feel free to use a little more body language to express some of your point."**) A great deal of evaluating/coaching is in how you say what you say that could make a positive impact on the speaker. Have fun evaluating.